



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

AUG 7 2003

MEMORANDUM FOR SECRETARIAL OFFICERS AND HEADS OF OPERATING UNITS

FROM: Otto J. Wolff
Chief Financial Officer and
Assistant Secretary for Administration

SUBJECT: Environmental Management System Information and Guidance

The Secretary of Commerce dedicated the Department to implementing an environmental management system (EMS) at appropriate facilities by December 31, 2005 (see attached memorandum). This action adopts the President's commitment to implement EMS and improve environmental performance. Recognizing the importance of this task, the President's Management Council (PMC) will track agency EMS implementation status. Your direct support and involvement are necessary to ensure EMS implementation occurs at appropriate facilities within your organization.'

Attached to this memorandum is the Department of Commerce's EMS Implementation Guide. This guide provides helpful information such as a definition of appropriate facilities and recommended EMS selection criteria along with EMS implementation guidance.

In order to highlight our Department's success in this endeavor, please prepare a list of those facilities within your organization for which an EMS will be implemented. Email or fax this list, by September 1, 2003, to our Environmental Manager, Peter Wixted, at pwixted@doc.gov, fax (202) 482-1969. If you have questions or need additional information, please call Pete at (202) 482-3444.

Implementing an EMS demonstrates your commitment to achieving the Secretary's objectives and improving environmental compliance performance. Your direct involvement and leadership is needed to successfully implement and EMS. Thank you for your support in this worthwhile and important initiative.

Attachments

cc: Bureau environmental contacts